MedSource INTERNATIONAL, LLC
Medical Supplies for the Health and Emergency Professional
5346 Shoreline Drive, Mound, MN 55364

USER'S MANUAL

STAIR CHAIR

MS-STAIRCHR

Disclaimer

This manual contains general instructions for the use, operation and care of this product. The instructions are not all-inclusive. Safe and proper use and care of this product are solely at the discretion of the user. Safety information is included as a service to the user. All other safety measures taken by the user should be within and under consideration of applicable regulation(s). It is recommended that training on the proper use of the Medsource International Stair Chair be provided before using this product in actual situations.

Retain this manual for future reference. Include it with the product in the event of transfer to new users. Additional Free copies are available upon request from Customer Service.

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1. Safety Information

1.1 Warnings

WARNING

- Improper use of the stair chair can cause injury. Use the stair chair only for the purpose described in this manual.
- Untrained operators can cause injury or be injured. Permit only trained personnel to operate the stair chair.
- Improper operation can cause injury. Operate the chair only as described in this manual.
- An unattended patient can be injured. Stay with the patient at all times.
- An unrestrained patient can fall off the chair and be injured. Use restraints to secure the patient on the chair.
- Helpers can cause injury or be injured. Maintain control of the chair, operate the lock and direct any helpers.
- Improper maintenance can cause injury. Maintain the chair only as described in the user manual.
- Improper restraint attachment can cause the panels to dislodge, causing injury. Attach the restraints only as described in the user manual.
- Improper use of the restraints can cause injury. Use the restraints only for the purpose described in the user manual.
- Improper parts can cause injury. Use only Medsource International Stair Chair approved parts on the chair.
- Attaching improper items to the chair can cause injury. Use only Medsource International approved items on the chair.

1.2 Important

Information in this manual provides or emphasizes important information and will be displayed as follows

Important
Water under high pressure can penetrate joints, flush away lubricant, and cause corrosion. Do not use a high-pressure washer or steam to clean the stair.

1.3 Blood borne Disease Notice

OSHA (Occupational Safety and Health Administration) requires employers to protect workers from workplace exposure to blood borne diseases. To reduce the risk of exposure when using the stair chair follow the maintenance instruction in this manual.

For more information, contact www.osha.gov

2. About the Chair

2.1 Chair Description

The Medsource International Stair Chair is an emergency patient-handing device designed to transport a patient in a seated position. The stair chair is for professional use by a minimum of two trained operators. It is recommended that additional help is to be used on stairs and with heavy patients.

The stair chair has telescoping carrying handles, vinyl seat and back cover, and one-piece restraints for the chest, thigh, and legs.

WARNING

Improper use of the stair chair can cause injury. Use the stair chair only for the purposes described in the user manual.

2.2 Stair Chair Specifications

Seat Width…… 17 in (43cm)
Seat Depth……...17 in (43cm)
All Handles Extended……...46 in (115cm)
All Handles Retracted/Folded….27 in (69cm)
Weight……23 lb (10.4 kg)
Height……..36 in (91cm)

Overall Width……..20 in (51cm)
Wheel Size…….5 in (13cm)
Strap Length……...60 in (152cm)
Folded Length……..36 in (91cm)
Folded Width……20 in (51cm)
Folded Depth……..7 in (18cm)
Maximum Load Limit……...350 lb (159kg)

Important
Inspect the chair if the load limit has been exceeded

2.3 Components

3. Using the Chair Features

3.1 Chair Lock

The chair lock automatically engages as the stair chair is completely unfolded. It secures the chair in an open position.

3.2 Unfolding the Stair Chair

1. Stand at the side of the Stair chair
2. Position the stair chair on its wheels
3. Grasp the frame at the seat and back.
4. Briskly push seat and back of stair chair away from each other
5. Continue to push apart until stair chair locks into place
6. Confirm locking by visually checking that both side of the lock bar are engaged

3.3 Folding the Stair Chair

1. Fold rear carrying handles down
2. Retract front carrying handles
3. Stand at side of the stair chair
4. Tilt stair chair forward onto front carrying handles
5. Pull upward on center of lock bar to disengage lock and push frame down until stair chair is completely folded.

3.4 Rear Carrying Handles

To unfold the rear carrying handles for patient transport, grasp and pull upward on the handles. To fold the handles down for storage, push the handle downward, towards the frame of the stair chair.

3.5 Front Carrying Handles

To extend front carrying handle, push button and pull handle outward. To retract front carrying handle, push button and push into frame of the stair chair.

4. Operator Skill and Training

4.1 Skills

Operator using the chair needs

- A working knowledge of the stair chair and emergency patient- handling procedures
- The ability to assist the patient

- A complete understanding of the procedures described in the Stair Chair User Manual.

4.2 Training

Trainees need to:

- Follow a training program designed by their training officer
- Read the Medsource International Stair Chair User Manual
- Practice with the stair chair before using it in regular service
- Be tested on their knowledge of the stair chair

5. Using the Medsource International Stair Chair

5.1 Before Placing the Stair Chair in Service

Before placing your Medsource International Stair Chair into use, please confirm that the chair opens and operates properly.

5.2 General Guidelines for Use

1. The stair chair is for professional use only
2. Using the stair chair requires a minimum of two trained operators.
3. Operators will need help on stairs and when working with heavy patients.
4. Follow standard emergency patient-handling procedures when operating stair chairs
5. Stay with the patient at all times.
6. Always use patient restraints
7. Restrain the patient with Medsource International approved restraints

Important

Do not restrain the patient with alternate materials such as gauze, tape, or elastic bandages that may interfere with chair operation. Should the patient have an injury that makes using a Medsource International Stair Chair impractical use a Medsource International Scoop Stretcher, backboard, or cot in-lieu of the stair chair.

5.3 Transferring the Patient to the Stair Chair

Make sure the stair chair lock is engaged before transferring the patient and always secure the patient in the chair with restraints.

Use local approved protocol to transfer the patient to the stair chair.

5.4 Rolling the Chair

When appropriate, the Medsource International Stair Chair can be rolled. To roll the Medsource International Stair Chair:

1. Secure patient on chair with restraints.
2. *Front Operator*: stand by to assist rear operator as needed.
3. *Rear Operator*: Firmly grasp the rear carrying handles and tilt chair back until the patient's weight is balanced on the rear wheels, then wheel the chair.
4. *Both Operators*: When crossing rough terrain or obstacles, grasp carrying handles to lift and carry stair chair.

5.4 Carrying the Stair Chair on Stairs

Follow these general guidelines when carrying the chair on the stairs.

- Use a third (assisting) operator when ascending and descending stairs
- If one of the two operators is considerably taller than the other, position the shorter of the two at the rear of the chair and taller at the front
- When carrying the stair chair both operators should face the patient

To carry the Medsource International Stair Chair

1. Secure patient on chair with restraints.
2. *Front and Rear Operators:* Move to positions at the front and rear of the chair.
3. *Assisting Operators:* When going down stairs, stand behind the front operators. When going up stairs, stand behind the rear operator
4. *Front Operator:* Grasp and extend carrying handles, position the handles to fit comfortably. Always face the patient.
5. *Rear Operator:* Grasp the rear carrying handles. Tilt chair back, slowly, until weight is balanced on transport wheels.
6. *Front and Rear Operators:* Position Chair near first step.
7. *Front and Rear Operators:* In a coordinated movement, lift chair and being to carry it up or down stairs.
8. *Assisting Operators:* Steady operator by placing your hand on their back. Provide verbal cues to help guild the operator up or down the stairs.

6. Maintaining the Stair Chair

6.1 Maintenance Schedule

The Medsource International Stair Chair requires regular maintenance. It is advised that the owner/ users set up and follow a maintenance schedule and keep maintenance records.

When using products for maintenance on the Medsource International Stair Chair, follow the manufacturers directions and read the MSDS.

The following table represents the recommended minimum maintenance.

	Each Use	As Needed	Each Month
Disinfecting	✠		
Cleaning		✠	✠
Inspecting		✠	✠
Lubricating		✠	

6.2 Disinfecting

To disinfect the Medsource International Stair Chair's metal frame and vinyl cover, wipe or spray all surfaces with disinfectant. Follow the disinfectant manufacture's directions for use. It is recommended that the stair chair is also inspected for obvious damage as it is being disinfected. Medsource International recommends that a mild soap solution be used to clean the stair chair.

Important
Phenol and iodine based disinfectants as well as bleach can harm the stair chair. Disinfect and clean the chair with product that does not contain these items.

Important
Water under pressure can penetrate joints, flush away lubricant, and cause corrosion. It is recommended that a high pressure washer or steam is not used to clean the Medsource International Stair Chair.

6.3 Inspecting the Stair Chair

Medsource International recommends the following check list be completed when inspecting the stair chair.

- Are all components present?
- Are all screws, nut, bolts, and roll pins present and securely in place?
- Does the chair lock into place properly?
- Does the chair unlock easily?
- Does the chair roll smoothly?
- Do all moving parts operate smoothly and properly?
- Is vinyl cover in good condition with no cuts or frayed edges?
- Is restraint webbing in good condition with no cuts or frayed edges?
- Are restraint buckles free of visible damage?
- Do restraint buckles operate smoothly and properly?

It is recommended that if the inspection shows damage or excessive wear that the Medsource International Stair Chair is removed from service until repairs can be made.

7. Warranty

Limited Warranty Summary

Medsource International warrants the product we manufacture to be free from defects in material and workmanship for 1 year except as follows:

A. External finishes are warranted for 90 days
B. Soft goods (webbing, vinyl, etc.) are warranted for 90 days

This limited warranty applies when you use and care for the product properly. If the product is not used and cared for properly, the warranty is void. The warranty period begins the day the product is shipped from Medsource International or the day you receive it if you have proof of the delivery date. Shipping charges are not covered by the limited warranty. We are not liable for shipping damages or damages sustained through misusing the product.